

# Alaska State Legislature

## Legislative Affairs Agency

### Accounting Office

Terry Miller Legislative Office Building, Room 217

Mailing Address: State Capitol, Rm. 3 Juneau, Alaska 99801-1182 Phone (907) 465-3852 [LAA.Travel@akleg.gov](mailto:LAA.Travel@akleg.gov)

---



November 5, 2018

Greetings,

It is time to arrange your travel to the Capital City for the 2019 regular legislative session in January. Attached please find the required form for those bringing a vehicle using one of the following two options:

**1. LAA will arrange vehicle transport:**

Please complete and email the attached form to [LAA.Travel@akleg.gov](mailto:LAA.Travel@akleg.gov) before **December 7, 2018**. Accounting will make all arrangements with the car carrier, Alaska Auto Transport (AAT), and the Alaska Marine Highway System (AMHS). Please DO NOT contact AMHS.

You will be responsible for delivering your vehicle to the AAT drop-off location (Anchorage, Fairbanks, Kodiak, Homer) on the specified date; and collecting your vehicle from the Juneau AMHS ferry terminal, as well as any storage arrangements until you arrive in Juneau. Legislators may store one vehicle at the Capitol.

Legislators have priority and reservations will be confirmed immediately. Staff reservations will be confirmed by December 19, 2018. We work to hold space for late staff appointments, but there is no guarantee.

To cancel a reservation, contact the Accounting Office immediately. We maintain a standby list and will reassign your space. You may not reassign your space.

**2. Arrange your own vehicle transport:**

You may reserve and purchase space directly with [AMHS](#) and submit this expense to [Accounting](#) post-travel for reimbursement.

Please contact me with any questions or concerns.

Best regards,

*Joanna Bizzarro*

Accountant

907-465-6625